

**PUBLIC HEALTH COUNCIL
EXECUTIVE COMMITTEE
MINUTES**

April 1, 2005, 9:00 - 11:00 a.m.
1 W. Wilson St., Room 372

STATE OF WISCONSIN

MINUTES OF THE MEETING OF APRIL 1, 2005

Committee Members in Attendance: Ayaz Samadani (Chair); Sandy Anderson (Vice-Chair; by teleconference); Bevan Baker; Gary Gilmore; Julie Willems Van Dijk (by teleconference); Jeanan Yasiri

Other Council Members in Attendance: Richard Perry

Absent Committee Members: John Bartkowski (Vice-Chair); José Avila (Secretary)

Bureau of Health Information and Policy Staff: Susan Wood, Director; Patricia Guhleman; Stacia Jankowski

Call to Order

Dr. Ayaz Samadani called the meeting to order at 9:04 a.m.

New Officers

The Committee expressed a formal welcome to its new officers.

Susan Wood said that José Avila had contacted her and was concerned about the commitment required for the role of Secretary. Mr. Avila had indicated via e-mail that he was not sure he could attend each of the committee's meetings. The Committee discussed the expectations for the officers. The consensus was there was an expectation of commitment to the Council, and that it required attendance at the Executive Committee meetings in person or by teleconference in addition to attendance at the Council meetings. If Mr. Avila cannot provide that level of commitment, the Council may have to elect a new Secretary. Ms. Wood will discuss this with Mr. Avila and provide his response to the Executive Committee.

Review of Minutes from February 18, 2005

Dr. Gary Gilmore moved to approve the minutes; Bevan Baker seconded the motion. The motion passed and the minutes were approved.

Status of the Rules of Order and Procedure

The committee discussed the following additions and changes to the Rules of Order and Procedure:

- A statement was added to 1.05(1) about the inclusion of current officers and the previous chair as members of the Executive Committee.
- The issue of being able to hold only one position, but being able to be nominated for more than one position, was clarified by removing this language in 1.06(5)(b).
- A statement was added to 1.06(5) to indicate that the nominating committee will consider the attendance records of possible nominees.
- A provision was added to consistently refer to the calendar year whenever referring to Council activities.
- Sandy Anderson asked about the code of ethics that is referred to in 1.04(5). Ms. Wood said that the Governor's office had indicated that they take care of this once the appointment is made. The Committee agreed to move the language regarding the official oath to immediately follow item one, "Appointments," in the same section.

Work Plan for the Council

Discussion of state health plan presentations by lead bureaus in DPH

Ms. Wood proposed that over the next year Division of Public Health staff provide presentations to the Council on the state health plan priorities. These presentations would include information on key activities, measures, partners, etc. This would allow the Council to obtain working knowledge about the activities occurring within the Division. The Committee discussed this option, and agreed it would be beneficial for the Council. Arrangements will be made to begin the presentations at the July meeting.

Emergency Preparedness Committee issues for the full Council

Mr. Baker, a member of the Emergency Preparedness Committee, provided a report on that committee. He indicated that the first meeting was primarily a learning session. This is a very large, diverse group of about 25 members. Mr. Baker said that his general perception was that the Emergency Preparedness Committee needs to become well informed. He reported that members of the Emergency Preparedness Committee questioned how aggressive the Committee should be in making recommendations. He said that he reminded the Committee that they were a part of the larger Public Health Council, and as such needed to make serious recommendations to be effective advisors.

The Executive Committee expressed interest in seeing recommendations from the Emergency Preparedness Committee, particularly related to funding and sustainability. In view of the size of the Emergency Preparedness Committee, the Executive Committee discussed options for handling all the topics and interests represented. A few suggestions included the formation of ad hoc committees based on topic, identifying a sort of executive committee or loose advisory committee, and ways to identify crosscutting issues such as training. The Executive Committee agreed to extend an invitation to meet with the chair, Kurt Reed, to discuss ways in which the Executive Committee could support the efforts of the Emergency Preparedness Committee.

Dr. Gilmore presented a Health Resources and Services Administration (HRSA) grant proposal that he has been preparing. This proposal is a continuation of a proposal that was approved and unfunded last year. The proposal outlines a plan to bring together HRSA, the Centers for Disease Control and Prevention (CDC), the Homeland Security Council, the twelve consortia, the greater tribal network, and the Area Health Education Center (AHEC) System and comprises just under \$2 million in funding. Dr. Gilmore said this is an item that should come before the Emergency Preparedness Committee for feedback. The Executive Committee discussed the options for bringing this proposal before the Emergency Preparedness Committee, including calling a special session. The proposal is due May 19, 2005, which means that the most expeditious way to review it would be at the Public Health Council meeting. Dr. Gilmore will provide electronic copies of the proposal to Ms. Wood.

Update to the Charter for the Council

While discussing the agenda for the next Council meeting, the Executive Committee added an additional strategy to the charter, "Recommend actions and policies to address public health problems."

The committee agreed that this section of the charter should include some reference to a semi-annual report, identifying priorities for the year, and something that addresses the issue of being responsive to emerging issues. Ms. Wood said that DPH staff will begin working on it, and will have a draft prepared for the next Committee meeting.

Draft Charters for the Committees

Executive Committee

The following changes were made to the charter:

- Removed the statement "The Committee may not undertake activities that are specifically reserved for consideration by the Council" from the purpose, scope, and time section.

- Revised the first role listed within the purpose, scope, and time section to indicate that the Committee will assure the integration of the vision, mission, and strategies into the activities of both the Council and its committees.
- Corrected the spelling of Mr. Baker's name.
- Included Julie Willems Van Dijk as a member.
- Removed the priority sections, since the function of the Committee is to ensure that the Council runs smoothly.

State Health Plan Committee

Ms. Wood informed the Executive Committee that Mary Jo Baisch provided recommendations for Committee membership, which were accepted by the Executive Committee. The Executive Committee discussed the size of this Committee, and determined that they would like to recommend that guidelines be established. The Committee agreed to include a statement in the charter recommending 15 members or less.

Dr. Gilmore recommended that priority three, Social and economic factors that influence health, be expanded to incorporate the determinants of health to include all six factors. Ms. Wood explained that this language had been taken directly from the state health plan. The Executive Committee agreed to allow the State Health Plan Committee to discuss this and provide a recommendation to the Executive Committee for the charter.

Emergency Preparedness Committee

Ms. Wood indicated that she would incorporate the charge from the joint committee in the charter for a smooth transition.

The Committee discussed the assignments section of the Emergency Preparedness Committee charter. There was some concern about creating "silos" through the breakdown of the assignments in this way. Some committee members felt that these were crosscutting issues. The Executive Committee asked for more clarity on the scope of the assignments. Ms. Wood indicated that she would invite Kurt Reed to attend the next meeting of the Executive Committee for this discussion.

Miscellaneous

Dr. Samadani expressed concern over the possible duplication in educational topics between the Council and the committees. He would like to identify a process for ensuring this does not occur. The Executive Committee decided that minutes would be prepared for each meeting and an executive report provided to the Executive Committee. The minutes could serve as the executive report provided they identify all action items. The minutes will be reviewed and edited by the Executive Committee and passed on to the full Council.

Next Council Meeting

Review proposed agenda

The Committee requested that a local perspective be represented for the tobacco issue. Staff will see what can be arranged.

Discuss evaluation method

Due to time constraints, the Committee agreed to use the same evaluation method used at the February 11, 2005, meeting for the next Council meeting.

Public Health Advisory Committee (PHAC)

Ms. Wood informed the committee that the Public Health Advisory Committee (PHAC) would like to meet with the Public Health Council to discuss how it can assist the Council in fulfilling its mission. PHAC feels that it is a unique organization, representing more than 20 organizations, and that it can assist with

disbursing information about policy and process for the Council to the front line. Ms. Wood also said that after this year, PHAC will no longer be supported by the Department. The Committee agreed to hear any suggestions from PHAC. Ms. Wood will make the arrangements, and said that that PHAC representatives would come armed with ideas.

Training/Strategic retreat

Dr. Samadani asked if any training or a strategic retreat could be arranged for the Council. Ms. Wood indicated that there is no funding for this Council, so something can be arranged, but would require using existing resources within the Department.

Agenda Items for the Next Executive Committee Meeting

- Expectations for officers
- Review of semi-annual report draft
- Support for the Emergency Preparedness Committee with Kurt Reed
- Public Health Advisory Committee (PHAC) proposals
- Evaluation method discussion

Next Meeting

The next meeting of the Executive Committee is scheduled for May 27, 2005, 1:00 – 3:00 p.m. in room 372, 1 West Wilson Street.

Adjournment

Dr. Samadani adjourned the meeting at 11:28 a.m.